

WEST ALLIS POLICE DEPARTMENT

RECORDS BUREAU

HOURS: MONDAY THROUGH FRIDAY 7:00 AM TO 6:00 PM

(414) 302-8080

PROCEDURE FOR REQUESTING RECORDS

PLEASE FILL OUT THE ATTACHED FORM AND RETURN IT TO THE RECORDS BUREAU.

UNDER MOST CIRCUMSTANCES, A COMPLETED REPORT WILL BE READY TO PICK UP IN TWO BUSINESS DAYS. YOU MAY WISH TO CALL THE RECORDS BUREAU TO VERIFY THAT YOUR REQUEST IS COMPLETE BEFORE RETURNING.

IF THERE ARE JUVENILES INVOLVED IN A REPORT, ADDITIONAL TIME MAY BE REQUIRED. A COURT ORDER MAY ALSO BE REQUIRED FOR RELEASE.

ALL RECORDS ARE REVIEWED BY THE RECORDS SUPERVISOR OR DESIGNEE PRIOR TO RELEASE.

ANY COMPLETED REQUESTS THAT HAVE NOT BEEN PICKED UP WITHIN 14 DAYS WILL BE DESTROYED AND YOU MUST MAKE A NEW REQUEST.

***** **PLEASE RETAIN THIS SHEET FOR FUTURE REFERENCE** *****

If your report is denied, Section 19.35 (4) (b), Wis. Stats., requires that you be informed that this determination is subject to review under section 19.37(1), Wis. Stats. You may bring an action for mandamus asking for a court to order release of the records or request the District Attorney or Attorney General to bring an action for mandamus asking a court to order release of the records.

PLEASE PRINT

WEST ALLIS POLICE DEPARTMENT

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REQUEST FOR RECORDS

TODAY'S DATE _____

YOUR NAME/AGENCY NAME* _____
LAST NAME FIRST NAME MIDDLE INITIAL

ADDRESS _____ DATE OF BIRTH _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____

REPORTS REQUESTED

DATE OF REPORT TYPE OF REPORT LOCATION REPORT NUMBER

INDIVIDUALS INVOLVED _____

OTHER INFORMATION _____

☐ REPORT ONLY ☐ COPY OF CITATION NEEDED

RECORD CHECK ON PERSON

NAME _____
LAST NAME FIRST NAME MIDDLE INITIAL

ADDRESS _____ DATE OF BIRTH _____

CITY _____ STATE _____ ZIP _____

RECORD CHECK FOR CALLS FOR SERVICE

LOCATION _____

DATES: FROM _____ TO _____

NUMBER OF COPIES REQUESTED _____ COPY COST IS \$0.25 PER PAGE AMOUNT DUE _____

DO NOT WRITE BELOW THIS AREA

REQUEST APPROVED ☐ YES ☐ NO AUTHORITY _____

FRONT PAGE _____ COMPLETE REPORT _____ JUVENILES INVOLVED DENIED _____

REPORT STILL UNDER INVESTIGATION _____ COURT ORDER REQUIRED _____

REPORT NUMBERS _____

* IT IS NOT MANDATORY THAT YOU PROVIDE YOUR NAME, HOWEVER, DOING SO ENABLES US TO PROCESS YOUR REQUEST AND PROVIDE THE INFORMATION TO YOU* REV 4/3/13